

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Community Relations Spec. GR: N FLSA: EX DATE: 11/03/2016

DEPARTMENT: Development Services DIVISION: NA

REPORTS TO: Community Relations Supervisor APPROVED: \_\_\_\_\_ JOB CODE: xxxx

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**GENERAL DESCRIPTION:**

Under general supervision, plans, organizes and implements outreach and educational programs to the citizens of Salina. Also conducts intake, interviews and investigations regarding alleged discriminatory practices. Performs work of some complexity within prescribed standards and procedures and in compliance with federal, state and local laws, regulations, standards and guidelines.

**TYPICAL DUTIES:**

- Initiates, plans, develops and organizes out-reach programs designed to reach all citizens in the Salina area to inform and educate on equal opportunity laws governed by the Salina Equal Opportunity Ordinance, overcoming Spanish and other language barriers, and departmental initiatives and objectives
- Plans, organizes, promotes and conducts workshops and seminars designed to articulate information to all protected classes and in alignment with departmental initiatives
- Schedules and conducts interviews and applies laws to specific allegations
- Conducts intake, interviews, and investigations involving housing, employment, accessibility, sexual and other discrimination; prepares documentation of facts for possible prosecution or conciliation
- Handles confidential information; initiates, plans, develops and maintains records systems; prepares and analyzes statistical data; compiles reports and generates required documents
- Prepares and administers grants; coordinates with other agencies as needed
- Works varied hours as needed and performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

Occasionally may lead other workers or volunteers.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to bachelor's degree in sociology, psychology, business or a related field. Experience in the field of human relations and ability to speak and write Spanish fluently preferred. Knowledge of Housing and Urban Development guidelines preferred. Possession of a valid Kansas Driver's license.

**RESIDENCY REQUIREMENTS:**

None

**ESSENTIAL JOB FUNCTIONS:**

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Effectively communicate orally in writing. (Daily)

Speak clearly and concisely before groups. (Weekly)

Efficiently and effectively handle complaint interviews received. (Daily)

ESSENTIAL JOB FUNCTIONS (cont.):

Prepare and maintain accurate, well-organized and effective records, statements and reports. (Daily)

Exercise sound judgment in decisions and interpretations. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)

Understand and apply federal, state and municipal law pertaining to Equal Opportunity and affirmative action. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTION:

**Work Type:** Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal ability to sit and stand

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 70 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Adequate to perform essential job functions

**Speech:** Frequently express ideas and be understood

**Eye/ Hand/ Foot/ Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

**Inside/Outside:** Works inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibrations:** Office equipment

**Hazards:** None

**Fumes/Dust/Odors:** None

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen to and apply information and instructions.

Ability to communicate effectively, both orally and in writing.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to organize files.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Computer, telephone, copy machine, adding machine, calculator, telephone and fax machine

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.